



**Tomorrow's Leaders Today! 2006 DC Conference on Service and Leadership
Call for Presenters**

Each year Serve DC brings together AmeriCorps members and national service program directors in a day long conference focused on enhancing their leadership skills as well as providing interactive workshop sessions on various issues impacting the District of Columbia. This year, on Thursday, November 16th, *Tomorrow's Leaders Today! 2006 DC Conference on Service and Leadership* will engage over 250 AmeriCorps members, Learn and Serve America program directors, AmeriCorps program directors, Community Emergency Response Team (CERT) members, and representatives from community and faith based organizations in workshops and training academies. In addition, the event will feature the Mayor's Community Service Awards Banquet that evening to celebrate the great works of leaders of local communities.

This year's conference is based on three main themes: Leadership, Collaboration, and Sustainability. These themes represent the continuum of growth that leads to healthy and strong communities. These themes will be woven throughout the conference in workshops, plenary speakers, events and materials. Speakers should be prepared to submit workshop proposals that fit into these themes.

PRESENTER BENEFITS

Each presenter will receive the following benefits: free meals at the conference, free conference registration on the day of their presentation, and overnight accommodations (*as necessary*). We encourage presenters to waive their fees as an in-kind donation.

CRITERIA FOR SELECTION

Please consider the following criteria when developing your proposal.

1. Presentation or workshop topics are limited to one of the following categories or tracks: ***Leadership, Collaboration, and Sustainability*** (see following page for definitions and workshop topic examples).
2. The presentation or workshop should appeal to a diverse audience, including, but not limited to: age, profession, educational attainment, experience, and knowledge of the subject.
3. The presentation or workshop should be no more than 1 hour and 15 minutes in length.
4. The presentation or workshop should be limited to a maximum of 3 presenters.
5. The presentation or workshop should be innovative.
6. The presentation or workshop should not be used to advance a particular program or product.
7. The presenter(s) should provide resources such as bibliographies, articles, and other handouts aside from presentation notes.

SAMPLE SESSION TOPICS

The following list is not a list of confirmed sessions or topics. The list serves as suggested session topics, but in no way should limit individuals' and/or organizations' creativity.

Note: The conference tracks are meant to inspire a broad range of topics.

Theme: Leadership

Harnessing leadership in community members is critical to building a strong foundation. Leaders tackle issues/concerns facing their communities; facilitate leadership within fellow community members; and, collaborate among various groups. It is important that service professionals learn ways to cultivate leadership while enhancing their leadership skills to bring effective change in communities.

The following is a list of suggested workshop topics for this theme.

- Community emergency response
- Leadership 101
- Facilitative leadership
- Team building/ building a cohesive team
- Managing change
- Social entrepreneurship
- Personal visioning/Goal setting
- Working with diverse personalities/Dealing with difficult people (conflict resolution)
- Time management
- Civic responsibility
- Managing volunteers in times of disaster
- Stress relief/mental health
- Service and self-awareness/Service as a personal journey
- Project management
- Effective volunteer management
- Understanding organizational culture/character
- Public speaking/effective presentation skills
- Consensus building
- Meeting and facilitation skills: icebreakers, energizers
- Volunteer leadership development

Theme: Collaboration

As we develop ourselves as leaders, we must consistently collaborate with organizations, businesses, and community members. With each new experience or challenge, we must continue to seek ways to identify resources and tools that are present to reduce a duplication of community efforts. Workshops that will be offered around this theme include partnership development, cultural competency, and marketing.

The following is a list of suggested workshop topics for this theme.

- Effective resource sharing and research
- Partnering with faith based communities
- Cultural competency (Unpacking cultural baggage)
- Engaging older adults/ 50+
- Engaging youth
- Examples in cooperative organizations
- Disability inclusion
- Community asset mapping and needs assessments
- Literacy programs
- Intergenerational programs
- Youth voice or advocacy
- Marketing your organization's mission
- Community building capacity for volunteers
- How to plan, market your service project

For questions or concerns, please contact Natasha Marshall, Training and Technical Assistance Manager at
Serve DC

natasha.marshall@dc.gov, 202.727.7928

- Racism: understanding attitudes
- Reaching agreement with groups

Theme: Sustainability

As leaders develop projects that meet critical community needs, it is important that projects are sustained monetarily with the support of the community. Leaders must identify and actively seek funding while making sure that the projects are getting the job done.

The workshops in this section focus on evaluating a project's success and resource development. Below is a list of suggested workshops topics for this theme.

- Grant writing
- The what and why of evaluation
- Overview of evaluation methods
- Reporting progress on performance measure
- Hiring/working with an independent evaluator
- Project sponsorship
- Funding research
- Partnering lucratively
- Using volunteers as fundraisers
- Special event planning
- Fundraising campaigns
- In-kind donations
- Soliciting a major gift
- Establishing fundraising goals
- Growing major donors in diverse ways for diverse purposes
- Fundraising the ABCD way

SELECTION PROCESS

A review committee comprised of community stakeholders including programs staff community members will assess each proposal. Consideration will be given to the selection criteria and factors such as program balance and space availability.

SUBMISSION REQUIREMENTS

For your presentation to be considered please include the following:

1. Call for Presenters Application
2. A brief one page or less description of your qualifications and experiences related to the topic of your presentation
3. A one to two page narrative description of the presentation as outlined below
 - ✓ Overview of the content of your presentation
 - ✓ Describe learner outcomes/goals of the presentation
 - ✓ Describe what tools, ideas, or strategies participants will gain from the presentation
 - ✓ Describe any opportunities for interaction and reflection that are part of the presentation
 - ✓ Describe any hands-on activities that are part of the presentation
4. Please submit the above information in a Word document either via email or on disk via mail (we will not accept faxed applications).

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5. Please note that the review committee reserves the right to re-title a presentation and will work with selected presenters to develop a workshop narrative, which will appear in the conference program.

The completed application and narratives must be received at the Serve DC office on or before Monday, October 2, 2006, via email or disk by mail. (We will not accept proposals via fax.)

Please send proposals to:

Email:

natasha.marshall@dc.gov

Mail:

Natasha Marshall, Training and Technical Assistance Manager
Serve DC, Executive Office of the Mayor
Re: Presenter Application
441 4th Street, NW Suite 1140 North
Washington, DC 20001

Call for Presenters Application
Submit by Monday, October 2, 2006

Please answer all the questions to the best of your ability. Alternate formats are available upon request.	
Name of Primary Presenter:	Title:
Name of Co-presenters, if any (please indicate youth with an *)	
Organization Represented:	
E-mail Address:	Phone Number: Fax Number:
Address:	City, State, Zip Code:
Please indicate your career affiliation (check all that apply) <input type="checkbox"/> Government Agency <input type="checkbox"/> Educational Institution <input type="checkbox"/> Nonprofit/Community-based Organization <input type="checkbox"/> Faith-based Organization <input type="checkbox"/> Consultant/Advisor/Contractor <input type="checkbox"/> Student/Youth <input type="checkbox"/> Foundation/Association <input type="checkbox"/> National Service Program <input type="checkbox"/> Volunteer Center <input type="checkbox"/> Other, please specify: _____	If applicable, please indicate your affiliation with National Service (check all that apply) <input type="checkbox"/> AmeriCorps <input type="checkbox"/> AmeriCorps*VISTA <input type="checkbox"/> NCCC <input type="checkbox"/> Learn and Serve <input type="checkbox"/> Senior Corps <input type="checkbox"/> Citizen Corps <input type="checkbox"/> Corporation for National and Community Service <input type="checkbox"/> Other, please describe: _____
Title of Presentation	Would you be willing to do multiple presentations? <input type="checkbox"/> Yes <input type="checkbox"/> No
Workshop Level (please check only one) This workshop content is geared toward participants who are/have: <input type="checkbox"/> Introductory: new to the topic <input type="checkbox"/> Intermediate: multiple years of experience with desire to expand knowledge and practice <input type="checkbox"/> Advanced: experts in topic with desire to advance in the field	Workshop Theme (please check only one) <input type="checkbox"/> Leadership <input type="checkbox"/> Collaboration <input type="checkbox"/> Sustainability

Presentation Format (please check all that apply) <input type="checkbox"/> Formal Presentation on Research/Program <input type="checkbox"/> Interactive Workshop <input type="checkbox"/> Panel <input type="checkbox"/> Demonstration <input type="checkbox"/> Other, please describe: _____	
Indicate the target audience for your presentation (please prioritize your top 3 audiences) <input type="checkbox"/> K – 12 Educators <input type="checkbox"/> Higher Education Faculty/Staff <input type="checkbox"/> AmeriCorps <input type="checkbox"/> Senior Corps <input type="checkbox"/> Volunteers <input type="checkbox"/> Community-based Organizations <input type="checkbox"/> Faith-based Organizations <input type="checkbox"/> Foundations/Associations/Corporations <input type="checkbox"/> Volunteer Organizations <input type="checkbox"/> Other, please describe: _____	
Provide a description of the presentation (must be 200 characters or less – it will be used in the conference program) <div style="height: 100px; border: 1px solid black;"></div>	
Room Set Up Requested <i>(Note: We will do our best to accommodate.)</i> <input type="checkbox"/> Classroom (seated at rounds) <input type="checkbox"/> Theatre/Audience (rows of chairs) <input type="checkbox"/> Classroom (chairs in rows with individual desks attached) <input type="checkbox"/> Other, please describe: _____	Ideal Audience Size <i>(indicate a number)</i> <div style="height: 100px; border: 1px solid black;"></div>
Audio Visual Needs (Note: If you have access to a notebook computer and/or LCD panel, we encourage you to bring this technology with you.) <input type="checkbox"/> LCD projector <input type="checkbox"/> Overhead Projector <input type="checkbox"/> TV/VCR or DVD player	

- ☐ Easel, Flipchart and Markers
- ☐ Wireless Microphone Regular Microphone
- ☐ CD/Cassette Player
- ☐ My organization (or I) will bring the following equipment (*please list below*)

Submission Requirements

1. Call for Presenters Application (*this form*)
2. A one page or less description of your qualifications & experience related to the topic of your presentation
3. A one to two-page narrative description of the presentation as outlined below
 - Overview of the content of your presentation
 - Describe learner outcomes/goals of the presentation
 - Describe what tools, ideas, or strategies participants will gain from the presentation
 - Describe any opportunities for interaction and reflection that are part of the presentation
 - Describe any hands-on activities that are part of the presentation
4. As a courtesy, we ask that a diskette of all of the above to be sent with mailed submissions or in addition to faxed submissions (*Microsoft Word or Notepad Format accepted*)

The completed application and narratives must be received at the Serve DC office on or before Monday, October 2, 2006, via email or disk by mail. (We will not accept proposals via fax.)

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 Washington, DC 20001

OFFICE USE ONLY

Date Received	Date Reviewed	Follow up received	Decision __ Yes __ No	Date Letter Sent